

# Request For Proposals

Plant Protection  
and Quarantine  
  
Center for Plant  
Health Science and  
Technology

National  
Biological  
Control  
Institute  
**NBCI**

**USDA**  
  
12/18/00

United States  
Department of  
Agriculture  
  
Animal and  
Plant Health  
Inspection  
Service

## Biological Control Facilitation Cooperative Agreement and Grant Program

### Facilitation Cooperative Agreement and Grant Program - 2001

*Projects that facilitate information, education, or communication needs of the biological control community are considered under this program.*

The National Biological Control Institute (NBCI), under its Facilitation Cooperative Agreement and Grant Program, has limited funding for projects in biological control. NBCI invites proposals for projects that support the philosophies, missions, and programs of the Agency's Plant Protection and Quarantine (PPQ) program (see the USDA, Animal and Plant Health Inspection Service (APHIS) Home Page at <http://www.aphis.usda.gov/> for more information) to facilitate biological control as the base strategy of Integrated Pest Management (IPM).

**PARTNERSHIPS:** Applicants are encouraged to partner in their activities with other entities as appropriate. Additionally, applicants should coordinate their proposed activities with appropriate APHIS-PPQ Regional, State, and Laboratory staff whenever possible.

**MATCHING FUNDS:** Proposals that leverage matching funds or provide "in-kind" contributions at the rate of at least 1:1 may be given priority.

**PROJECT EXAMPLES:** Examples of appropriate facilitation projects include, but are not limited to:

- Facilitating conferences/symposia/workshops.
- Developing teaching resources/courses for colleges, high schools, or middle schools, to increase awareness of biological control (e.g. general curricula, demonstration rearing kits, computer instruction programs, etc.).
- Developing regional or national pest lists for biological control research and implementation.

- Developing information and media materials (e.g. articles for scientific, trade, and popular journals, web sites, etc.) to promote awareness of biological control among the public.
- Developing databases, directories, and worldwide lists to facilitate biological control. Examples might include: (1) taxonomists and the biological organisms or groups they can identify; (2) biological control workers and information on their programs, the pests, and natural enemies with which they work; (3) research, quarantine, and mass rearing facilities; (4) natural enemy cultures available; and (5) description and location of biological control reference collections.
- Developing economic analyses and cost/benefit studies relevant to biological control.

Other excellent proposals, exhibiting creative biological control approaches are also encouraged.

Proposals for basic research or operation and implementation programs can NOT be considered under this cooperative agreement/grant program.

### Statutory Authority

Statutory authority for this USDA APHIS program is found under the Plant Protection Act.

Additionally, this program is guided by the Federal Grant and Cooperative Agreement Act of 1977 (31 U.S.C. 6301-6308) and derived Federal Regulations, including USDA's "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" (7 C.F.R. 3016) and "Uniform Administrative Requirements" (7 C.F.R. 3019), including associated Office of Management and Budget (OMB) Circulars.

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### Eligibility Requirements

**ELIGIBLE APPLICANTS:** State and local government agencies, foreign governments and international organizations, farmer's associations and similar organizations, colleges, universities, and non-profit organizations.

Federal agencies may also cooperate with APHIS in this program through interagency agreements authorized under the Economy Act of 1932. They should contact NBCI for cooperation procedures.

APHIS units may also receive assistance consideration under this program and should contact NBCI for cooperation procedures.

### Format for NBCI Facilitation Project Proposals

***Applicants should always work through their Office of Sponsored Programs (OSP) to ensure that all administrative requirements are met.***

**Submissions must be no more than six pages:**

- Page 1: NBCI cover-sheet (sample attached)
- Page 2: Abstract, not over 200 words, suitable for competitive ranking of proposals and, if funded, publication on the *NBCI Internet Home Page*.
- Pages 3-5: Body of the proposal, not to exceed three pages, including information under the following headings:
  1. Title,
  2. Justification and potential contributions to biological control,
  3. Project objectives,
  4. Partnerships: a) Who are the partners? b) Is this project linked with an existing APHIS initiative?
  5. Description of work,
  6. Work to be accomplished in the 12-month funding period,
  7. Detailed budget to include all income and expenses associated with completing the proposed work, and
  8. Names and addresses of three suggested peer reviewers. Please ensure that the reviewers you suggest are free from any conflict of interest with the project or its organizers.
- Page 6: A one-page resume of the principal investigator(s), describing his or her experience in the area the proposal addresses.

**CONFLICTS OF INTEREST:** For purposes of this program, conflicts of interest are defined as:

- All your program collaborators, either current or within the past four (4) years.
- All co-authors on publications within the past four (4) years, including pending publications and submissions.
- All persons with whom, either pending, currently, or within the past four (4) years, you have had a consulting, financial, or other relationship that may reasonably constitute a conflict of interest.
- All your thesis or postdoctoral advisors either current or within the past four (4) years.

### Funding Amounts and Availability

Generally, funding available under this program will be allocated to proposals under \$5,000.

This program is contingent upon Congress passing an appropriation from which expenditures may be legally met and shall not obligate APHIS upon failure of Congress to so appropriate.

Furthermore, the awarding of funds under this program remains the discretion of APHIS.

### Other Award Details and Requirements

Proposals will be peer reviewed and competitively ranked by APHIS' PPQ Review Team and NBCI's Customer Advisory Group.

If an award is recommended, the applicant(s) will be provided with the required documents for Federal assistance, including the following:

- Standard Form SF-424 "Application for Federal Assistance
- SF-424A "Budget Information"
- SF-424B "Assurances"
- Updated Project Proposal (if appropriate)
- Negotiated Indirect Cost Agreement
- E.O. 12372 State Clearance (if appropriate)
- Agriculture Department form AD-1047, Debarment/Suspension Certification
- Form AD-1049, Drug-Free Workplace Certification

**INDIRECT COSTS:** An applicant may claim indirect costs if a negotiated indirect cost rate agreement has been approved by a cognizant Federal agency. Projects with universities and other non-profit organizations that show "significant" Federal involvement (see 31 U.S.C. 6301-6308 and associated Regulations) are treated as Cooperative Agreements by APHIS. In such cases,

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Federal law limits indirect costs to no more than 10% of the total direct cost of APHIS contributed funds.

**STATE CLEARINGHOUSE PROCESS:** APHIS funding is covered by E.O. 12372 "Intergovernmental Review of Federal Programs".

*When approved for funding, required documentation should also be submitted as early as possible through an applicants OSP to the State's Single Point of Contact for E.O. 12372. This will help avoid processing delays for those applications recommended for funding.*

By accepting Federal financial assistance, the recipient agrees to abide by Federal Regulations and Office of Management and Budget Cost Principles governing Federal financial assistance.

Further, cooperators are required to maintain records as follows:

- Receipts or other source documents covering the disposition and expenditure of all assistance funds (including program income)
- Funds applied to each budget category included within the approved award
- Expenditures governed by any special and general provisions
- Non-Federal matching contributions

**FUNDING PERIOD:** Project funds must be obligated by the recipient within 12 months of the date that the funds are made available by APHIS (the date of approval on the Notice of Award) unless otherwise stated for a lesser period in the Notice of Award. APHIS funding can be approved for only a maximum of 12 months at a time, with no carryover allowed. NBCI appreciates that sometimes projects that are important to biological control cannot be completed in 12 months. Multi-year projects are possible, but with no guarantee of funding year to year. Applicants should identify the anticipated duration of a project if it is longer than 12 months and must indicate specific components of the project that can be completed in 12 months. If such a project is approved, NBCI will give priority consideration to continued funding, assuming successful progress has been made and funds are available. It is the responsibility of the lead cooperator to notify NBCI in writing, near completion of the initial funding period of any desire to seek continued funding beyond the 12 month maximum initial period.

**RECIPIENT REPORTING REQUIREMENTS:** Final progress and financial reports (SF-270 and SF-269) must be submitted no later than 90 days following the expiration or termination of the award. The final report for each project should contain the following:

1. Completed forms SF-270 "Request for Advance or Reimbursement" and SF-269 "Financial Status Report".
2. Accounting for all funding sources identified on the SF-424 as provided for on the SF-270 and SF-269.

3. Documentation of specific results;
4. Discussion of actual accomplishments, compared to the objectives established for the project;
5. The reasons for noncompliance if established objectives were not satisfied; and
6. Additional pertinent information.

*Additionally, a "Summary of Accomplishments", not to exceed 200 words, is also required for publication by NBCI on its Internet Home Page.*

### Proposal Review Criteria

In addition to any Proposal criteria found elsewhere in this Request for Proposals (RFP), the following general criteria shall be used in reviewing and assessing Proposals:

1. **Background:** Is the problem clearly stated? Has someone already done this work? Are critical components of the project or potential outcomes assumed or overlooked?
2. **Project Objectives:** Are the objectives clearly stated? What is the probability of achieving the objectives?
3. **Strategies:** Are the procedures, plans, activities, timelines, and products of the project adequately described? Are they realistic?
4. **Products:** Are the expected outcomes of the project clearly identified? Are the products relevant to furthering the practical needs of biological control?
5. **Budget:** Does the budget compare favorably with the value of the project? Is it reasonable?

### Proposal Due Date and Retention/Use

***Proposals must be postmarked  
by February 12, 2001.  
NBCI will acknowledge the receipt of proposals  
within 2 weeks.  
Awards can be expected to begin  
about March 26, 2001.***

Depending on the availability of funds and volume of requests for funding, unfunded proposals may be retained by NBCI through FY 2002 and funded as appropriate. NBCI may also issue a separate RFP for its Facilitation Cooperative Agreement/Grant Program in FY 2002.

## **Submission of Proposals**

Submit 1 hard copy and a diskette with a computer file (MS-Word, Lotus WordPro, or WordPerfect are preferred formats) of the Proposal to:

Daphne J. Miller, Admin. Support - Grants

*or*

Erich S. Rudyj, Biological Scientist  
USDA, APHIS, PPQ, CPHST  
National Biological Control Institute (NBCI)  
4700 River Road, Unit 5  
Riverdale, MD 20737-1229

Telephone: (301) 734-4329

Facsimile: (301) 734-7823

E-mail: [Daphne.J.Miller@usda.gov](mailto:Daphne.J.Miller@usda.gov)

*or*

[Erich.S.Rudyj@usda.gov](mailto:Erich.S.Rudyj@usda.gov)

NBCI Internet Web Site:

<http://www.aphis.usda.gov/nbci/nbci.html>

**NBCI*****National Biological Control Institute******Biological Control Facilitation Cooperative Agreement/Grant Program  
Cover Sheet (12/18/00)***

Project Title: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Institution/Organization: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Country: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Facsimile No.: \_\_\_\_\_

Administrative Contact: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Facsimile No.: \_\_\_\_\_

**Department Head or Organizational approval of proposal**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_